

U.S. Department of Justice

Office of Justice Programs  
*Office on Violence Against Women*



# OJP

Office on Violence Against Women

## Legal Assistance for Victims Grant Program

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### Fiscal Year 2003 Solicitation

***Registration Deadline:***  
***December 23, 2002***

***Application Deadline:***  
***January 13, 2003***

**U.S. Department of Justice**  
**Office of Justice Programs**  
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**Office of Justice Programs**  
**World Wide Web Homepage:**  
[www.ojp.usdoj.gov](http://www.ojp.usdoj.gov)

**Office on Violence Against Women**  
**World Wide Web Homepage:**  
[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)

**Application for Legal Assistance for Victims Grant Program**  
**World Wide Web Homepage:**  
[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)

## INTRODUCTION

### **About the Office of Justice Programs**

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

### **About the Office on Violence Against Women**

The Office on Violence Against Women (the Office) is a component of the Office of Justice Programs, U.S. Department of Justice. Created in 1995, the Office implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to implementing VAWA. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

### **Addressing Legal Assistance for Victims**

The Violence Against Women Act (VAWA) was originally enacted in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322. In 1998, Congress appropriated funding to provide civil legal assistance to domestic violence victims through a set-aside under the Grants to Combat Violence Against Women, Public Law 105-277. In the Violence Against Women Act of 2000, Public Law 106-386, Congress statutorily authorized the Legal Assistance for Victims Grant Program (LAV Program).

This Program is intended to increase the availability of legal assistance necessary to provide effective aid to victims of domestic violence, stalking, or sexual assault who are seeking relief in legal matters arising as a consequence of that abuse or violence.

The Program awards grants to law school legal clinics, legal aid or legal services programs, domestic violence victims' shelters, bar associations, sexual assault programs, private nonprofit entities, including faith-based and community-based organizations, and Indian tribal governments. These grants are for providing direct legal services to victims of domestic violence, sexual assault, and stalking in matters arising from the abuse or violence and for providing enhanced training for lawyers representing these victims. The goal of the Program is to develop innovative, collaborative projects that provide quality representation to victims of domestic violence, sexual assault, and stalking.

## AVAILABILITY OF FUNDS

**Funding for FY 2003 is contingent upon Congressional appropriation of funds for the LAV Program.** Funds for this Program have not been appropriated for FY 2003; however, the Office has made the decision to post an advance solicitation of the LAV Program to expedite the award process in the event that an FY 2003 appropriation occurs. **Awards for this Program are subject to the availability of a Congressional appropriation.**

### **Award Period**

The award period for new and continuation grants will be 24 months. Budgets must reflect 24 months of project activity.

### **Award Amount**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. FY 2003 grants will be awarded based on the following guidelines:

- Multicounty projects servicing 9 counties or fewer are eligible for a maximum award of \$450,000 for 24 months.
- Projects servicing 10 counties or more are eligible for a maximum award of \$650,000 for 24 months.
- Projects that are statewide are eligible for no

more than \$850,000.

- OJP may elect to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

## **APPLICATION DUE DATE**

Applicants should register online with the OJP Grants Management System (GMS), at the GMS website [www.ojp.usdoj.gov/fundopps/htm](http://www.ojp.usdoj.gov/fundopps/htm), on December 23, 2002 or at least two weeks prior to the application deadline. Applications must be submitted to OJP electronically through GMS no later than 9:30 p.m. (E.S.T.) 13, 2003 and hard copies must also be postmarked no later than January 13, 2003.

## **PROGRAM ELIGIBILITY**

### **Eligible Grantees**

To maximize the jurisdictions and thereby victims served by LAV grants, recipients of FY 1998 funding, FY 2000 funding, or FY 2002 funding and their project partners are not eligible to apply regardless of whether they propose services for a different geographical area.

Only FY 1999 and FY 2001 grantees and new applicants are eligible to apply for FY 2003 funding. FY 1999 and 2001 grantees who are out of compliance, including delinquent progress reports and/or financial status reports, will not be considered for funding.

**Continuation or supplemental funding is not guaranteed.**

- All applicants who have not received prior grant funding under this grant program are eligible to apply for FY 2003 funding.
- Recipients of FY 1998 and 2000 funding who did not receive a FY 2002 continuation award are eligible to apply for FY 2003 funding.
- An applicant or project partner may submit only one LAV Program application per fiscal year.
- Current partners who receive funding from any other LAV funded project in the amount of \$50,000 or more are not eligible to apply as a lead applicant or project partner.

### **Eligible Applicants**

- Private Nonprofit Entities
- Publicly funded organization not acting in a governmental capacity
- Indian Tribal Governments or Consortia

Eligible applicants are required to enter into a collaborative working relationship with a nonprofit, nongovernmental domestic violence and/or sexual assault program within the community to be served.

Current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by Office staff. Those applications receiving the highest scores will be eligible for funding.**

### **Types of Grantees**

Victim services programs should meet all of the following criteria in order to be eligible for funding:

- Victim services programs must reflect (e.g., through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion.
- Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.
- Legal services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.

## **PROGRAM SCOPE**

### **Statutory Purpose Areas**

By statute funds may be used:

(1) To implement, expand, and establish cooperative efforts and projects between domestic violence and sexual assault victim services organizations <sup>1</sup> and legal assistance providers to provide legal assistance for victims of domestic violence, stalking, and sexual assault;

(2) To implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and

(3) To provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, stalking, and sexual assault.<sup>2</sup>

## **Certification Requirements**

To be eligible for an award, applicants shall certify in writing that they are in compliance with the statutory requirements. The details of these requirements are located in the *Application Content and Guidelines* section of this solicitation.

## **Exclusive Provision of Services to Sexual Assault, Stalking, and Domestic Violence Victims**

All applicants for LAV grants are required to ensure that services supported by these funds will be provided to sexual assault, stalking, or domestic violence victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Grants funds can not be used to support legal representation in the following areas:

- Tort cases
- Child sexual abuse cases
- Cases involving the child protection system

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<sup>1</sup> A domestic violence or sexual assault victim services program is a nonprofit, nongovernmental organization that assists victims by providing social services, case management, referrals, and housing, for example.

<sup>2</sup> Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1503-1505, *codified at* 42 U.S.C. 3796gg-6.

- Victim service employee cases

## **Legal Assistance for Victims Grant Program Evaluation**

The LAV Program will be evaluated for impact and effectiveness, to document program outcomes, and to determine the impact of coordination among community-based services on victims of domestic violence and sexual assault. Grant recipients must agree to work with the Muskie Institute on this evaluation. Evaluators from the Muskie Institute may visit grantee sites to collect data for these evaluations. Grantees and project partners are required to cooperate in these evaluations and provide all requested information. In addition, successful applicants and their project partners are required to conduct local evaluations or assessments of their projects. Program Evaluation activities should be conducted in compliance with certain research subject protections, including confidentiality protections, as set forth in 28 C.F.R. Parts 22 and 46.

## **Selection Criteria**

A peer review panel will evaluate all applications against criteria consistent with the statutory purpose areas and the demonstrated ability of the applicant to provide victim-centered, comprehensive legal services while ensuring safety and stability for sexual assault, stalking and domestic violence victims. The peer review panels will also rate the proposed project based on the criteria set forth in the *Application Content and Guidelines* section of this solicitation.

The Office's obligation to ensure that victims are served throughout all States, District of Columbia, and U.S. Territories gives it the authority to consider the geographic distribution of the applications from a national and statewide perspective. Additionally, the Office will consider the ratio of population to services, the existence of underserved communities, and the type of projects already funded within the applicant's state. Peer review scores will be augmented based on these factors.

## **Review Process**

**Subject to the availability of a Congressional appropriation for the LAV Program**, the Office will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for the Program. Based on the total number of points available, applications will receive a percentile score.

**The total possible points for new applicants are 100 and 110 for continuation applicants.**

The Office has adopted a numerical system for scoring all applications. Each application requirement has been given a maximum point value. For current grantees applying for continuation funding, the status of current grant-funded activities and geographic distribution will be taken into consideration as part of the review process.

The Office has the discretion to negotiate the scope of work with applicants prior to making an award.

**Furthermore, current grantees should note that continuation or supplemental funding is not guaranteed.** All applications will be subject to peer review and internal review by Office staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program

## **APPLICATION CONTENT and GUIDELINES**

Applicants for new and continuing funding must complete each of the following sections as part of their proposals. For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. **Total possible points:**

**G 100 for new applicants**

**G 110 for continuation applicants**

### **Application for Federal Assistance (SF- 424)**

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.524, and the title is LAV Program. The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

### **Status of the Current Project (not to exceed 2 pages): 10 Points**

This section, to be submitted by **continuation grantees only**, should describe what has been accomplished by the current project, including:

- 1) A list of the goals and objectives for the original project, describing the status of each.

2) The status of completion of any project products.

3) Unanticipated obstacles to project implementation.

In addition to the criteria above, projects will be evaluated by the Office as to the applicant's compliance in the following areas:

- Attended, and actively participated in, OJP-sponsored workshops and other technical assistance events required as a Special Condition of the current grant award.
- Complied with all other Special Conditions of the current grant award.
- Completed project goals and objectives according to the approved time line.
- Adhered to programmatic, financial, and audit reporting requirements.
- Made timely progress in development or completion of the project products.
- Received financial clearances on all current grants from OJP.

### **Minimum Requirements**

To be eligible for an award under the LAV Program, applicants must certify in writing that they are in compliance with the following statutory requirements:

(1) Any person providing legal assistance through a program funded under (this Program) has completed or will complete training in connection with domestic violence or sexual assault and related legal issues.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, or tribal domestic violence or sexual assault program or coalition, as well as appropriate State and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under (this Program) has informed and will continue to inform State, local, or tribal domestic violence or sexual assault programs and

coalitions, as well as appropriate State and local law enforcement officials of their work.

4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, or child sexual abuse is an issue.<sup>3</sup>

Applicants will be evaluated by a peer review panel according to the following criteria:

**In addition, grantees must:**

- ☐ ***Provide comprehensive legal services to sexual assault, stalking, and domestic violence victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client.***  
Services should, as much as possible, include representation for emergency and nonemergency protection order hearings and other legal matters arising as a consequence of the abuse or violence, including family, immigration, administrative agency, or housing matters, protection or stay away order proceedings, and other similar matters. However, grant funds may not be used to support law reform initiatives, including but not limited to litigation.
- ☐ ***Coordinate with local nonprofit, nongovernmental sexual assault and/or domestic violence programs.***  
All applicants must enter into formal collaborations with nonprofit, nongovernmental sexual assault and/or domestic violence programs (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions). While a limited number of legal services programs around the country are already operated by sexual assault and/or domestic violence programs, most legal services programs have not traditionally collaborated with domestic violence or sexual assault organizations. To promote and enhance these partnerships, the Legal Assistance for Victims Program requires that all applicants submit a memorandum of understanding, signed by the leadership of all agencies or organizations participating in the proposed project. Similarly, the budget for the proposed project should reflect appropriate compensation for staff from the participating sexual assault and/or domestic violence programs

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<sup>3</sup> Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1503-1505, *codified at* 42 U.S.C. 3796gg-6.

and legal services programs.

☐ ***Implement guidelines outlined in The Legal Assistance for Victims Grant Recipients' Policy Manual.***

Successful applicants will receive and are encouraged to implement, to the extent possible, protocols directed at enhancing victim safety. These include, at a minimum, conflict of interest, confidentiality, screening for domestic violence, and providing services to enhance the safety of victims. (*The LAV Grant Recipients' Policy Manual is available at [www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)*)

Also, the Office has an interest in projects that:

- Establish or strengthen projects focused solely or primarily on providing a broad range of legal representation to victims of sexual assault.
- Establish or strengthen programs that provide comprehensive representation to victims of domestic violence, stalking and sexual assault on lands within the jurisdiction of an Indian tribe.<sup>4</sup>

**Summary Data Sheet**

**(not to exceed 1 page): 1 Point**

Please identify the following:

- ☐ The legal service provider(s), domestic violence, and/or sexual assault victim services program(s), and/or any other collaborating entity involved in the project; and
- ☐ Identify other grants to support similar work for which you have applied to other components of the Office of Justice Programs, other federal agencies, or the Legal Services Corporation.

**Abstract (not to exceed 1 page):**  
**3 Points**

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<sup>4</sup>For the purposes of this grant program, *Indian tribe* is defined as any tribe, band, nation or other organized group or community, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. (25 U.S.C. Section 450b(e)) Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should describe concisely the current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the Project Narrative.

### **Project Narrative: (60 Points Total)**

The project narrative for applicants applying for supplemental funding may not exceed 13 double-spaced, typed pages. (This page limit includes the “Status of Current Project” requirement. [See page 4 of this Solicitation]). The project narrative for applicants applying for an initial award (or a new award following an unsuccessful request for supplemental funding) may not exceed 11 double-spaced typed pages. Applicants must use 8 ½ x 11 inch paper. Margins must not be less than one inch and type no smaller than 12 point and 12 characters per inch must be used. (Two points will be deducted for failing to adhere to these page limits.) The narrative should include a project period of 24 months. A peer review panel will evaluate the applicant’s project narrative according to the following criteria provided below:

#### **Need for the Project**

##### **(not to exceed 1 page): 5 points**

This section should briefly: describe the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information. For multicounty projects, please submit a map of counties that illustrates which counties will be served in relation to the rest of the state in which they are located.<sup>5</sup>

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<sup>5</sup> If you are unable to provide an electronic copy, maps may be faxed to 202-354-4119. You must include the application number on each page of your fax.

#### **What Will be Done**

##### **(not to exceed 5 pages): 25 points**

All applicants should detail the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each, and include a reasonable time line that identifies when activities will be accomplished.

Supplemental grants must be based on the original project goals, objectives, and activities; however, requests to expand a project will be considered. The application should describe how additional funding will continue and/or enhance the existing project.

#### **Selection Criteria**

*In addition to the criteria above, this section will also be rated on the following:*

- *The extent to which all project activities fall within the statutory scope of the program.*
- *The extent to which proposed activities would address the need described.*
- *The extent to which project activities seem feasible and likely to succeed;*
- *The extent to which the proposal does not include activities that compromise victim safety.*
- *Project activities are clearly described and reflect sound and innovative strategies to improve victim safety.*

#### **Activities That May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying the LAV Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender’s criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, a peer review panel will evaluate the applicant’s ability to demonstrate that they will not engage in the following activities listed below:

- ❑ **Mediation, alternate dispute resolution, or joint counseling as a response to domestic violence, sexual assault, or stalking.**

Mediation implies that both parties are responsible for the perpetrator’s violent behavior, a message that blames victims and fails to hold offenders accountable for their crimes. Mediation also presumes that both



parties have equal power and can negotiate a mutually agreeable settlement. Where there is domestic violence, sexual assault, or stalking, however, one party has controlled the other through sexual, physical, emotional, and/or economic abuse. Even the most skilled mediator or therapist cannot shift the balance of power when one party has abused or assaulted the other, making mediation and joint counseling dangerous and ineffective in such cases.

- ❑ **Policies or practices that discourage accepting cases for victims who do not have physical evidence.** A thoughtful analysis is required when making a determination as to whether a person seeking services is a victim of domestic violence, sexual assault, or stalking. The absence of physical bruises, court records, police reports, and/or medical records does not mean that the applicant seeking services is not a victim. Offenders often threaten and isolate victims to deter them from seeking any outside assistance or cooperating with prosecutors. Consequently, records or other written documentation substantiating the abuse may not exist.

- ❑ **Refusal to represent victims who are also respondents/defendants.** Domestic violence, sexual assault, and stalking victims are sometimes named as respondents or defendants in civil or criminal cases, as a result of improper dual arrests, mutual protection orders, or retaliatory law suits. Screening procedures should be based on an evaluation of the applicant's entire history rather than solely on the existence of pending criminal charges or civil protection orders.

- ❑ **Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.** Victims are in the best position to know what actions could increase or jeopardize their safety. Legal

service providers should offer options to clients and information about possible legal remedies and available social services. Imposing uniform remedies might compromise victim safety or recovery.

- ❑ **Failure to conduct safety planning with clients.** Attorney and nonattorney project personnel must routinely review safety planning options with clients. All project personnel must be aware of the risk of future harm that many victims seeking help experience. In addition to exercising legal options, it is critical to develop comprehensive safety plans with clients.

### **Who Will Implement the Project (not to exceed 1 page): 12 Points**

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed/enhanced, and demonstrate the capacity of all project partners to serve victims of domestic violence, sexual assault, and/or stalking.

### **Products**

#### **(not to exceed 1 page): 2 Points**

Describe the products, if any, that will be generated and how these products could be used to assist other communities to address the legal needs of victims of domestic violence, sexual assault, and stalking. LAV funds may not be used to support the development of websites or video production. Some communities would not benefit from the development of new products. Please provide an explanation if your application does not contemplate the development of any products. Do not include a restatement of project activities in this section.

### **How Effectiveness Will be Measured (not to exceed 1 page): 6 Points**

This section should describe the criteria that would be used to measure the project's effectiveness. It should explain how the review

would be conducted and identify the specific data collection and analysis techniques to be used. The review should be designed to provide an objective assessment of the effectiveness of the procedures, technology, or services supported with grant funds. Whenever appropriate, the review process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the review process.

### **Sustainability Plan (not to exceed 1 page): 9 Points**

The Office's mission is to help grantees build capacity with an eye toward the grantee becoming self-sustaining. All applicants must develop a detailed sustainability plan for continued support of an LAV-funded project. The Office does not have the resources to support indefinitely even the best projects in the neediest communities. **Continuation or supplemental funding is not guaranteed and applicants are, therefore, encouraged to seek additional means of support to sustain their current projects.**

The sustainability plan should be feasible and include a combination of strategies to obtain funding from any or all of the following sources: local foundations, planned giving, community events, state and local government, corporate sponsorship, and donations of goods (equipment) and pro bono services. Applicants can also demonstrate project sustainability by including match addressing nonfederal contributions to the program. Match, however, is not required.

### **Related Federal Projects: (not to exceed 1 page): 1 Point**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

(1) A list of active federal grant awards already supporting this or related efforts,<sup>6</sup> including the program or project title; the federal grant-making agency; the federal award amount; and a very brief description of the project purpose.

(2) Information on any pending application(s) for federal money for this or related efforts.

(3) How existing efforts would be coordinated with the funding sought through this application.

(4) How the proposed project complements the state's STOP Violence Against Women Formula Grants Program Implementation Plan.

Note: Applications that do not fall within the scope of these statewide strategies will not be disqualified from the review process.

Applicants are strongly encouraged to share a copy of their proposal with their State's STOP Administrator within two weeks of submitting the application to the Office. A list of STOP State Administrators can be found at [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).

### **Budget Detail (not to exceed 6 pages): 20 Points**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. (*See Sample Budget and Budget Narrative at Appendix A*). The budget should provide the basis for the

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<sup>6</sup> *Related efforts* are defined for these purposes as:

Efforts with the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);

another phase or component of the same program/project (e.g., implementation and other planning efforts with other Federal monies for the project; and/or

providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative. In developing the budget, applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide training and/or mentoring. The budget **must include** compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence victim services programs. The LAV Program has no match requirement.

### **Budget Caps**

The following award limits are firm and apply even to applications for supplemental funding. The proposed budget should be in proportion to the number of victims to be served. Under no circumstances should the proposed budget exceed the following limits:

- ☐ Projects serving fewer than 10 counties will be awarded no more than \$450,000.
- ☐ Projects serving 10 counties or more but not serving an entire state will be awarded no more than \$650,000.
- ☐ Projects that are statewide will be awarded no more than \$850,000.

### **Budget Requirements**

The following is a short list of budget guidelines:

- ☐ Consultant rates in excess of \$450 per day require prior approval by the Office.
- ☐ Projects serving fewer than 10 counties must allocate \$10,000 for travel costs associated with technical

assistance and capacity-building activities sponsored by OVW/OJP-designated technical assistance providers. Tribal consortia and projects serving 10 counties or more must allocate \$15,000 for these activities. All applicants must provide an estimated breakdown of the number of trips, number of travelers, approximate airfare, lodging and per diem for this budget allocation.

- ☐ Applicants may use a portion of the travel and technical assistance allocation to attend financial management training seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).
- ☐ Applicants must provide justification for all budget items including bar dues, legal publications, and rent. Justification should be based on the ratio of project personnel who are full-time equivalents as compared to the number of full-time personnel in the applicant agency.

*If an applicant's project is selected for funding, instructions on how to obtain award monies will be forwarded to the grant recipient.*

### **Memorandum of Understanding (not to exceed 5 pages): 16 Points**

Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2002-2003) Memorandum of Understanding (MOU) developed and signed by the chief executive officers and/or directors of all participating agencies including nonprofit, nongovernmental programs, legal services programs, Indian tribal governments and public entities not acting in their public function. (See *Sample MOU at Appendix B*)

The MOU must:

- Provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration.
- Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that would no longer participate;
- Specify the extent of each party's expertise and participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe how they will work together and how they will work with project staff;
- Demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner will contribute to the project either through time, in-kind contribution, or with the use of grant funds (for example, office space, project staff, training).

All applications which are not from domestic violence or sexual assault victims services agencies must include the MOU as a separate attachment to the application. Applications from agencies that provide services to domestic violence or sexual assault victims

must submit a Memorandum in Support of Request for Exemption (MOE) as a separate attachment to the application. (*See Sample MOE at Appendix B*). The MOE should reflect the following:

- One of the primary purposes of the victim services program is providing services to victims of sexual assault or domestic violence.
- The length of time the victim services organization has operated.
- Organization's accomplishments in the community.

Letters of support may not be submitted in lieu of the MOU.

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the MOU or MOE to (202) 354-4147. Be sure to reference your application number and the title of the Office program to which you are applying on the faxed documents.

**Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the assurances and certification forms.

Agreement to these assurances and certifications will be assumed upon receipt and is required in order to submit an application received through GMS. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*

**Letter of Nonsupplanting**

A letter to OJP's Assistant Attorney General, Deborah J. Daniels, certifying that supplanting of nonfederal funds will not take place should a grant award be made, must be faxed to (202) 354-4147. Be sure to reference your application number.

**Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. The indirect cost rate agreement must be faxed to (202)354-4147.

## ADDITIONAL PROGRAM REQUIREMENTS

### Office on Violence Against Women Technical Assistance Program

Grant recipients must agree to work closely with the Office staff and technical assistance providers. Grantees are required to attend at least (2) OJP/LAV sponsored Technical Assistant events. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities.

### Measuring Performance and Effectiveness

There are two statutory requirements that require grantees to collect and maintain data that measure the effectiveness of the funded project. The first is the Government Performance and Results Act of 1993 (GPRA), which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks “What are we getting for the money that we are spending?” To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually measured?

The second requirement found in VAWA 2000 specifically required the Attorney General to report to Congress on the effectiveness of programs funded under the LAV Program. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measure the success of their current efforts. Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate the increase in the ability of victims to access the civil justice system and thereby increasing their safety and economic security.

Information that grantees must collect includes but is not limited to:

- ☐ A statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, race, ethnicity, language, disability, relationship to offender,

geographic distribution and immigration status.

- ☐ Number of persons seeking services who could not be served, including reasons why such victims could not be served, e.g., lack of resources, lack of staff expertise, etc.
- ☐ Training provided with LAV funds including number and disciplines of those trained.
- ☐ Number of cases handled, including type of legal issue addressed and number of victims served.
- ☐ Number of pro bono attorneys recruited, trained, and mentored and number of cases accepted for representation by pro bono attorneys.

Program effectiveness reporting activities should be conducted in compliance with the “Confidentiality of Identifiable Research and Statistical Information” protection requirements.<sup>7</sup>

### Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with OJP and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>.

### OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the Internet on the OJP Home Page:

<http://www.ojp.usdoj.gov/OC/FinGuide/guide.htm>

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<sup>7</sup> 28 C.F.R. Part 22.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this Program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

### **Civil Rights Compliance**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should read the *Assurances* required with the application to understand the applicable legal and administrative requirements.

### **Americans With Disabilities Act**

Domestic violence programs have a unique opportunity to develop long- and short-term strategic plans for addressing the needs of women with disabilities and for fully complying with the Americans with Disabilities Act. Programs for individuals with disabilities and victim service and advocacy agencies can help women with disabilities cope with the immediate trauma of crime, and they can work with other partners in the community to address the vulnerability and invisibility of women with disabilities who are victims of violence.

### **Violence Against Women Online Resources**

Any materials, including curricula, manuals, model policies, or promising practices, developed with funding from the LAV Program must be made available to the public online through The Office's website. The materials must be submitted to The Office formatted for placement on the site.

## **HOW TO APPLY**

Applicants must submit a fully executed application to the Office on Violence Against Women through the **Grants Management System (GMS)**. Under GMS, the SF-424 will be completed online; the project narrative, budget, and budget narrative will be submitted online as attachments; and the MOU or MOE, Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments form, and letter of nonsupplanting will be submitted by fax to 202/354-4147, or submitted on-line as "Other Program Attachments."

Detailed instructions on how to use the GMS system to submit your application online are available at The Office's website: [www.usdoj.gov/vawo](http://www.usdoj.gov/vawo). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

**Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the LAV Program is 16.524.**

Additionally, to help expedite the peer review process, an original and 5 complete copies of the application must be mailed to:

Office on Violence Against Women  
U.S. Department of Justice  
Office of Justice Programs  
810 Seventh Street, N.W.  
Washington, D.C. 20531

## **APPLICATION DUE DATE**

Applications must be received by the close of business (9:30 p.m. E.S.T.) on January 13, 2003 through the **Grants Management System (GMS) and facsimile**.

We recommend that you register through GMS no later than December 23, 2002 as you must receive confirmation that you are eligible to submit an application prior to submitting one.

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**For additional information, please contact the Office on Violence Against Women at (202) 307-6026.**

## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

Please note: Final applications will only be accepted through our on-line application system, including attachments submitted via facsimile. All application materials are due by 9:30 p.m. (E.S.T.) on January 13, 2003.

- Step 1. Using your established Internet account,\* go to the World Wide Web page: <http://www.ojp.usdoj.gov/fundopps.htm>. An online GMS Application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- Step 3. If you have never used GMS, click on "New User Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the LAV Program and begin working on it so that your registration will be sent to The Office. It may take up to one week for you to receive confirmation that you are eligible to apply.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- Step 4. To submit your application online, complete the on-screen *424 / Application for Federal Assistance* and attach and upload your program narrative, and other program attachments in either word processing or spreadsheet files. (Note: You must attach and upload documents in all three of these sections in order to submit your application. If you do not have any "Other Program Attachments", you may attach a blank document.) After submission, you will receive confirmation through email that OJP has received your application and you will be given an application number for future reference.

*\*If your organization does not have an Internet account, you must establish one in order to apply online for OJP funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*

Applications must be submitted to OJP electronically through GMS no later than 9:30p.m. (E.S.T.) January 13, 2003 and hard copies must also be postmarked no later than January 13, 2003.



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## **APPENDIX A**

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### **Budget Detail Worksheet and Sample Budget**

**OMB Approval No. 1121-0188**  
**Expires 5-98**  
**(Rev. 12/97)**

**Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

TOTAL \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
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TOTAL \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

**Purpose of Travel Location Item Computation Cost**

**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

**Item Computation**

**Cost**

**TOTAL** \_\_\_\_\_



**E. Supplies** - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**Supply Items Computation Cost**

**TOTAL** \_\_\_\_\_

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<b><u>Purpose</u></b>	<b><u>Description of Work</u></b>	<b><u>Cost</u></b>
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**TOTAL** \_\_\_\_\_

**G. Consultants/Contractors** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<b><u>Name of Consultant</u></b>	<b><u>Service Provided</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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Subtotal \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (i.e., travel, meals, lodging)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval ( a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of nonfederal funds that will support the project.

<u><b>Budget Category</b></u>	<u><b>Amount</b></u>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	_____
<b>TOTAL PROJECT COSTS</b>	_____

**Federal Request** \_\_\_\_\_

**Non-federal Amount** \_\_\_\_\_



**Budget Detail Worksheet**

**A. Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 18 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u> <u>Cost</u>
Ellen Smith, Director	(\$50,000 x 100% x 2yrs) \$100,00
2 attorneys	(\$50,000 x 100% x 2yrs x 2) \$200,000
Administrative Assistant	(\$40,000 x 50% x 2yrs) <u>\$40,000</u>
	\$340,000
Cost of living increase	(\$170,000 x 2% x .5yr .) \$1,700

The director and the attorneys will be assigned exclusively to domestic violence cases. A half-time administrative assistant will prepare reports and provide other administrative support. A 2 percent cost of living adjustment is scheduled for all personnel 6-months

prior to the end of the grant.

**TOTAL** **\$341,700**

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
Employer's FICA	\$341,700 x 7.65%	\$26,140	
Retirement	\$341,700 x 6%	\$20,502	
Health Insurance	\$341,700 x 12%	\$41,004	
Workman's Compensation	\$341,700 x 1%	\$ 3,417	
Unemployment Compensation	\$341,700 x 1%	\$ 3,417	

**TOTAL** **\$94,480**

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals (\$35/day x 3 days x 2 people x 2 trips)		\$ 420

The two attorneys will attend training on dynamics of domestic violence.

\$10,000 OJP-designated Technical Assistance (Locations unknown at this time)

1 trip, Director	Airfare	(1 x \$525)	\$ 525
	Lodging	(\$75/night x 4 nights)	\$ 300

	Per Diem	(\$35/day x 5 days)	\$ 175
3 trips, Director & 2 Attorneys			
	Airfare	(3 persons x 3 trips x \$525)	\$ 4,725
	Lodging	(3 persons x 3 trips x \$75/night X 4 nights)	\$ 2,700
	Per Diem	(3 persons x 3 trips x \$35/day X 5 days)	\$ 1,575

The organization's established travel policies will be utilized.

**TOTAL      \$11,620**

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item Computation</u>	<u>Cost</u>
3 - Pentium III Computers w/CD ROM    (\$2,000 x 3 )	\$6,000

The computers will be used by the director and attorneys to maintain and analyze case information.

**TOTAL      \$6,000**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply</u>	<u>Items Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$ 1200
Postage	(\$20/mo x 24 mo)	\$ 480

Training Materials	(\$2/set x 500 sets)	\$ 1,000
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Office supplies and postage are needed for general operation of the program. Training materials will be developed and used to train legal services providers on the dynamics of domestic violence.

<b>TOTAL</b>	<b><u>\$2,680</u></b>
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**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u><b>Purpose</b></u>	<u><b>Description of Work</b></u>	<u><b>Cost</b></u>
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<b>TOTAL</b>	<b><u>\$0</u></b>
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**G. Consultants/Contracts** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u><b>Name of Consultant</b></u>	<u><b>Service</b></u>	<u><b>Provided Computation Cost</b></u>
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Jane Doe	Domestic Violence Trainer (\$150/day x 30 days)	\$4,500
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Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of attorneys providing legal services.

Subtotal	<b><u>\$4,500</u></b>
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**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (e.g., travel, meals, lodging)

<u><b>Item</b></u>	<u><b>Location</b></u>	<u><b>Computation</b></u>	<u><b>Cost</b></u>
--------------------	------------------------	---------------------------	--------------------

Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal     \$5,400

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	

**TOTAL**         **\$9,900**

**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 24 mo.)	\$16,800

This rent will pay for space for the domestic violence unit. No space is currently available.

Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$100/mo. x 24)	\$ 2,400
Renovation	Add walls	\$ 5,000

The renovations are needed to upgrade facilities.

**TOTAL**                 **\$ 26,600**

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL

\$0

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>341,700</u>
B. Fringe Benefits	\$ <u>94,480</u>
C. Travel	\$ <u>11,620</u>
D. Equipment	\$ <u>6,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>26,600</u>
Total Direct Costs	\$ <u>492,980</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>492,980</u>
Federal Request	\$ <u>492,980</u>
Non-federal Amount	\$ <u>NA</u>

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## **APPENDIX B**

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**Sample Memorandum of Understanding  
Sample Memorandum in Support of Exemption**



# **SAMPLE**

**[Applicant Letterhead]**

## **Memorandum of Understanding**

**WHEREAS, Legal Services of America ("LSA") [applicant], XYZ Legal Aid and the ABC Safety Shelter Project have come together to collaborate and to make an application for Legal Assistance for Victims grant; and**

**WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which LSA will be the lead agency and named applicant and the other agencies will be partners in this application; and**

**WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and**

**WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before December 13, 2001;**

### ***[Description of Collaborative Relationship]***

- ▶ *provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;*
- ▶ *describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;*

**NOW, THEREFORE, it is hereby agreed by and between the partners as follows:**

**The partners will provide civil legal services to victims of domestic violence, sexual assault, and stalking including:**

- ▶ *specify the extent of each party's participation in developing the application;*
- ▶ *clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*

- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

**1. LSA and XYZ will provide legal services to victims of domestic violence that will include:**

*[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]*

- a. **obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;**
- b. **providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;**
- c. **providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;**
- d. **develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas.**

**2. LSA [applicant] and ABC will collaborate in the following manner:**

- a. **provide services such as comprehensive initial and on-going training to insure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;**
- b. **attorney representing domestic violence client will confer with victim advocate about pending case where necessary with clients permission;**
- c. **meet at least three times a month for cases referral reviews and follow-up.**

3. LSA and ABC will collaborate in the following manner:

a. LSA will:

1. refer clients to ABC for counseling, advocacy, resources;
2. train all attorneys on interviewing, safety planning; and
3. conduct monthly outreach on legal procedures for shelter clients.

b. ABC will:

1. train LSA attorneys every three months on emerging issues;
2. train all staff funded by grant initially on the dynamics of domestic violence and safety issues

3. The collaboration service area includes a ten county area in [your State]. The ten counties to be served are:
4. The partners agree to collaborate and provide civil legal, advocacy and training services to victims of domestic violence and to other providers of victims of domestic violence pursuant to the program narrative of the grant application attached to this agreement.
5. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

8

\_\_\_\_\_  
XYZ [applicant' authorizing official]  
Legal Services of America

\_\_\_\_\_  
ABC Safety Shelter Project

Dated: December 13, 2001

**cc: Agencies and Interested Parties**

Please FAX to (202)354-4119 and (202)354-4147. On each page of the faxed document, please include your GMS application number on each page of the document.

\_\_\_\_\_  
<sup>8</sup>Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2001) Memorandum of Understanding (MOU) developed and *signed by the chief executive officers and/or directors of all participating agencies* including nonprofit, nongovernmental domestic violence programs and legal services programs.

# ***SAMPLE***

## **[Applicant Letterhead]**

### **Memorandum in Support of Request for Exemption**

**The (applicant) is a domestic violence/sexual assault victim services program is applying for a Legal Assistance for Victims Grant; and**

**The applicant has operated in the community for \_\_\_\_\_ years and provides the following services for victims \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**The applicant's accomplishments in the community are: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**The applicant collaborates formally and/or informally with the following organizations in the following manner: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**Letters of Support from the organizations listed above are attached hereto;**

**The applicant proposes to provide on-site legal advocacy and/or on-site legal services in the following manner: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**The applicant is well suited to provide on-site legal advocacy and/or on-site legal**

services without the benefit of collaboration with a legal services organization because

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**Applicant's other noteworthy accomplishments and/or special expertise**

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**Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.**

\_\_\_\_\_  
**Name, Title**

**Date: December 13, 2001**

**cc: Agencies and Interested Parties**

**Please FAX to 202-354-4117 and 202-354-4147. On each page of the faxed document, please include your GMS application number on each page of the document.**